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EXECUTIVE SEARCH

Public Works Director
TOWN OF LOS ALTOS HILLS, CALIFORNIA

THE COMMUNITY

The Town of Los Altos Hills is nestled in the scenic hills of northern Santa Clara County adjacent to the cities of Palo Alto and Los Altos. Incorporated in 1956, the Town is 35 miles south of San Francisco, 5 miles south of Stanford University and 17 miles north of downtown San Jose. The Town of Los Altos Hills encompasses nine square miles, making it one of the smallest incorporated towns in Santa Clara County. The Town is primarily residential, with a population of approximately 8,300.

Many are drawn to this Town because of the beauty of the area — rolling hills, numerous creeks, densely wooded areas, and an extensive Pathway System comprised of 85 miles of beautiful trails and off-road paths that meander around and connect to most of the community. Combined with the natural beauty, physical assets and the determination of the residents to maintain their rural lifestyles, the Town remains one of the most beautiful and desirable residential communities in Northern California.

Town residents are known for their spirit of community volunteerism and are encouraged to become active in Town activities and programs, serve on Town committees, and participate in local events. This inclusive, open style of local government is embraced by the residents and is part of what makes Los Altos Hills a unique and desirable community. <https://www.losaltoshills.ca.gov/>

THE ORGANIZATION

The Town of Los Altos Hills operates with a council-manager form of government and has 26 employees that support a range of services, including planning, building inspection, code enforcement, engineering, public infrastructure maintenance, parks maintenance, a sewer system, recreation programs and other governmental functions.

The FY 2020-21 budget is \$18.88 million with \$3.9 million in the Sewer Fund. The Capital Projects in the FY 2020-21 budget total \$6.2 million and are identified by Infrastructure, Pathways, Road Rehabilitation, Sewer,

and Westwind Barn. The Town Hall addition has the largest budget in the amount of \$2.6 million. This project was initiated by City Council in 2018 to address a shortage of employee office space and limitation of on-site meeting and classroom facilities. Phase 1 of the project includes converting the open patio behind the Council Chambers and Phase 2 may include an 880 square-foot Parks and Recreation building.

THE PUBLIC WORKS DEPARTMENT:

The Public Works Department is comprised of 9 staff and a budget of \$2.1 Million. The department oversees the Town's public roads and pathway system, storm drain system, sewer system and capital improvement projects. On a day-to-day basis the Public Works Department provides technical support to residents, contractors, consultants, and other Town departments, boards and agencies regarding the installation and development of roads, sewers, storm drains, and private property development. Some of the typical responsibilities of the Public Works department involve the design, permitting, review and inspection, monitoring and repairing of the Town's sewers, drainage systems, roads and pathways.

The Town's sewer system consists of approximately 57 miles of pipe including approximately 1,800 feet of force main. Approximately half of the Town's properties are served by the sanitary sewer system and the remainder parcels are on septic tanks. There are 1,507 manholes and junctions and 86 cleanouts owned by



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the Town. The Town is responsible for the repair and maintenance of approximately 61 centerline miles of streets. The Town's street network replacement value is estimated at \$37 million.



the Planning and Building Director, as coordination between these departments is essential for effective project delivery and excellent internal and external customer service delivery.

City Council goals for this coming fiscal year include completion of the El Monte Fire Station Utility Undergrounding Project, implementation of key projects in the Pathways Master Plan and completion of improvements to Purissima Park funded by Prop 68, and the Public Works Director will be instrumental in leading these projects to completion. Another key Council priority under the Quality of Life Goal is the exploration and development of a plan for Town-wide utility undergrounding. The underground utility feasibility study is underway and will assess the overall system and condition of the Town's existing utilities infrastructure, develop design options for undergrounding of existing overhead utilities, outline the benefits and disadvantages of relocating overhead utilities underground, develop a preliminary plan design and estimate for a Town-wide undergrounding program and identify cost and funding options.

Minimum requirements for this position include a bachelor's degree with a major in civil engineering, construction management, public administration, or a closely related field, with a minimum of four

years of progressively responsible supervisory experience in a municipal public works or engineering organization, or equivalent experience in project management of construction. Experience in street, drainage, and sanitary sewer project management is required and candidates must be knowledgeable of personal computer programs and usage, or ability to learn quickly, and knowledgeable of contract management and preparation of bid packages.

This candidate will have strong administrative and leadership skills in addition to exceptional communication and interpersonal skills. The selected candidate will be expected to hit the ground running and utilize their skill-sets to engage and respond to the community and execute priority projects.



THE IDEAL CANDIDATE:

The City Manager seeks a highly effective administrator to oversee the Public Works operations, with a commitment to high touch customer service to serve and respond to residents who have a strong spirit of engagement and interest in their community. Reporting directly to the City Manager, the Public Works Director oversees all Public Works operations, which includes engineering and maintenance operations. The Senior Engineer/City Engineer and Maintenance Superintendent report directly to the Public Works Director.

The ideal candidate will be a "hands-on" leader with experience in managing sewer systems, pavement management, and engineering principles. This candidate will also be skillful at interacting with the public, responsive and diplomatic. The Public Works Director will be a collaborative leader and work closely with the Executive Team, particularly with



THE COMPENSATION

The annual salary range for the Public Works Director is \$136,882 - \$206,234, and appointment will be depending on the qualifications and experience of the selected candidate. In addition, the Town offers an attractive benefits package, including:

RETIREMENT: Participation in the CalPERS Retirement System

CALPERS MEDICAL INSURANCE: Town contribution covering many of the CalPERS health plan options available for employee and eligible dependents

DENTAL AND VISION PLANS: Town paid dental and vision plans for employee and eligible dependents

LIFE INSURANCE: Town paid life and accident death and dismemberment insurance equal to annual salary

LONG TERM DISABILITY INSURANCE: Town paid Long Term Disability insurance

SHORT-TERM DISABILITY PLAN: employee pays Participation in short-term State Disability

HOLIDAYS: Employee will have 12 Paid holidays per year

VACATION: Vacation accrual 12 to 20 days a year

SICK LEAVE: Sick days accrual of 12 days a year

ADMINISTRATIVE LEAVE: Administrative Management accrual of 12 days a year

AUTO ALLOWANCE: Town provides an automobile allowance of \$250 a month

DEFERRED COMPENSATION PLAN: Town offers voluntary Deferred Compensation Plan

SEARCH SCHEDULE

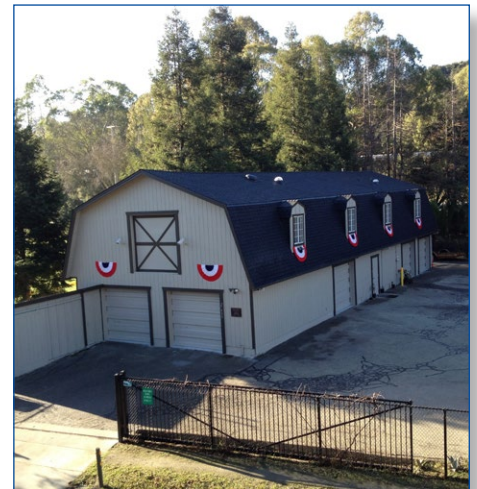
Filing deadline:June 18, 2021

Preliminary Interviews:June 21-30, 2021

Recommendation of Candidates:July 6, 2021

Panel Interview Process:July 15, 2021

These dates have been confirmed, and it is recommended that you plan your calendar accordingly.



THE RECRUITMENT PROCESS

Please submit your cover letter and resume (including month/year of employment) via our website:

Peckham & McKenney
www.peckhamandmckenney.com

Please do not hesitate to contact Maria Hurtado at (831) 247-7885, if you have any questions regarding this position or recruitment process.

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